

TITLE: CHILD WELFARE MANUAL  
SECTION 2: INTAKE  
CHAPTER 1: CHILD ABUSE/NEGLECT REPORTS  
ATTACHMENT C: TRANSFER OF REPORTS  
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### TRANSFER OF REPORTS

This attachment provides special guidelines for transfers of reports between counties.

#### Reports Assigned To Child's Locale or Assigned to Incorrect County

Child Abuse/Neglect (CA/N) reports are assigned to counties by CANHU based on the location of the child at the time of the report. If a child will be in a county for at least 24 hours, even though their residence is in another county, the non-residence county will conduct the Investigation/Family Assessment. A frequent example is a child visiting a non-custodial parent for the weekend. The non-residence county is then responsible for completing the Investigation/Family Assessment, with the other county providing courtesy interviews, or ensuring that the other county is in agreement to accepting transfer of the report. This will assure more complete and timely Investigations/Family Assessments.

If it is found within the initial 24 hours that a report was assigned in error i.e., the child is in a different county or the address is incorrect, the county of assignment will contact CANHU to transfer the case. If a report is transferred, the county of assignment will request the CANHU to change the county of assignment. CANHU will verify the correct county of assignment and will transmit the report by sending an Alert to the new county.

The Out-Of-Home Investigation (OHI) Unit will follow the same transfer procedures as above. If, upon initial investigation, the report should be transferred from the county to OHI, or from OHI to the county, staff should confirm with staff in the other county/unit before requesting CANHU to transfer. If, during the middle of the investigation, staff become aware that the report should have been assigned differently, the person already investigating should complete the investigation. This will assure more complete and timely investigations.

#### Family Moves to a Different County During Investigation/Family Assessment

If a family moves from a county during an Investigation/Family Assessment, the county will conclude the Investigation/Family Assessment, with the new county of residence conducting courtesy interviews, if necessary.

Once Investigations/Family Assessments are completed, and are transferred to a county, they are handled the same as other "transfer in" reports, i.e., Family-Centered Services (FCS) are provided if a service need has been identified.

MEMORANDA HISTORY: